

May 21, 2001

To: WorkFirst Supervisors and Staff

From: Nelson Meyers, Assistant Commissioner  
WorkSource Operations Division  
Jim Shoher, Deputy Assistant Commissioner  
WorkFirst

Subject: WorkFirst Success Plan

Job search program materials were rewritten last summer to add the completion of a Success Plan for WorkFirst customers during the job search workshop. Though work to date has focused on providing this service for JSCI customers it is the intent to use a Success Plan to assist all WorkFirst customers to envision a better future. It is a perpetual document written to assist a customer to move forward from a job, to a better job, and a better life. To do this will require giving the customer the information that they need to plan for achievement of both their short term and long term goals. Assisting them in evaluating the relationship of their current skills and abilities to the labor market and providing the opportunity to examine and plan for resolution of the barriers they have to moving forward.

Employment Security has been charged with validating the completion of an employability evaluation within the first four weeks of job search (JI). The electronic version of the Success Plan released today provides staff a tool to complete this process in e-JAS or JAS so that all the partners assisting the customer with their WorkFirst program have access to the information.

Attached is a step by step guide for working with a customer to complete the Success Plan. This involves using the earning forecaster and other labor market tools such as WILMA, ORCA, and CT Choices to assist the customer in understanding their marketability in the local labor market. It is designed to provide staff the "what and how" to complete the plan. A technical guide for inputting the information in e-JAS is also included.

The Success Plan is a critical piece to help customers move through WorkFirst from job search to employment, from initial employment to development of enhanced marketability, and to a better life.

Cc: Regional Directors, JSC Administrators, Sandy Miller, WorkFirst Coordinators, Mike Masten, Phyllis Lowe, Cindy Mund, Sandy Jsames, Carmen, Gutierrez, Kelli Holmes, Julie Baker, Glynnis Ashley, Brian Roper, Kathy Carpenter

